



## 21<sup>st</sup> Romsey (Nursling & Rownhams) Scout Group



### Waiting list administration: guideline

#### 1. Introduction

This guideline describes how the waiting list for young people wishing to join our Scout Group is managed. It has been prepared in association with other Groups in Romsey District in order to give a clear, consistent approach.

#### 2. General considerations

Regardless of the section (Beavers, Cubs or Scouts) the list will be managed on behalf of the whole Group by the waiting list manager, so that the size of each section is kept within the national guidance given in Policy Organisation and Rules (POR)<sup>1</sup>.

The definitive waiting list will be held on the Group's administration system, On-line Scout Manager (OSM).

Although a child's name may be added to the list at any age an opening will only be offered if / when they will meet the age requirements of the section, as defined in POR, at the start of the term concerned.

In the following document "parent" refers to an adult who has legal responsibility for the child.

#### 3. Application to join

All enquiries must be referred to the waiting list manager. Under no circumstances will a child be accepted by simply "turning up" at a section meeting.

A parent wishing their child to join our Group should normally make the application on the form available at <http://21stromsey.co.uk/join-21st-romsey-enquiry/> . This form is sent automatically to the waiting list manager, who will acknowledge receipt and add the following details to OSM: child's name, child's date of birth, parent's name, telephone number and e-mail address.

A parent making a verbal enquiry should be directed to the above form. Written enquiries by another route will be referred to the waiting list manager, who will ensure that the basic details are obtained before adding the child to the list.

Should the contact details change, or a place is no longer required, the parent should inform the waiting list manager, either by direct email or via the contact button on the Group's website.

Where options of evenings are available (e.g. we have Beaver section on both Tuesdays and Thursdays) the parent may express their preference and this will be taken into account. Moreover, it is realised that this preference may change, particularly if the child is added to the list at an early age.

#### **4. Prioritisation**

Owing to the popularity of Scouting, and despite the best efforts of the Group to provide places, it is likely that sections will be over-subscribed. Therefore, the waiting list manager will offer vacancies to eligible children on the list using the following criteria for prioritisation (highest priority first):

- a) As is common throughout Scouting, our Group relies on the efforts of our adult volunteers, without whom the Group could not continue. Consequently, favourable consideration will be given to applications where a parent, or other close adult family member, commits to a regular role in Scouting.
- b) When the young person is already a member of the Scout Association at another Group and has recently relocated to our area, or has a valid reason for wishing to change Group.
- c) The young person has a sibling who is already a member of 21<sup>st</sup> Romsey. *However, in order for the waiting list manager to be aware of them, the child's name must still be added to the waiting list, by application in the normal way.*
- d) After the above have been taken into account, and assuming that the child has reached an age to be eligible for consideration, the length of time spent on the waiting list will be a factor.

#### **5. Offering a place**

When a place has been identified and allocated the waiting list manager will contact the parent by email to make the offer, giving details of date and time. An acknowledgement of receipt will be requested. The manager will also inform the Section Leader by initiating a transfer of the child's details on OSM.

The Section Leader will make the necessary preparations to welcome the child on the date specified. On the first appearance of the child the Section Leader will accept the transfer on OSM, ensure that the contact details on OSM are correct and add the child's home address. The Leader will invite the parent to check these, and add further information, using the parent portal of OSM.

Should the parent decide that they do not wish to take up the place offered, but want to request an alternative (e.g. wait longer, or prefer the alternative day of the week) the Section Leader will

not accept the transfer but return the OSM record to the waiting list, informing the waiting list manager of the reason.

If, after 3 weeks, the child does not attend and the parent does not make contact, the Section Leader will delete the child's details from OSM and inform the waiting list manager that the place has not been taken-up.

## **6. Transfers within the Group**

Unless there are major events outside our control, once a child has been accepted into 21<sup>st</sup> Romsey Scout Group we will ensure that a place is available for him/her to continue in the Group until (s)he reaches the age to transfer to Explorers.

In order to manage the number of children in each section, and because parents usually prefer it, the expectation is that children who attend Beavers on Tuesday will move up to the Tuesday Cub Pack, and those who attend Beavers on Thursday will move up to the Thursday Pack. Requests to do otherwise must be made to the Group Scout Leader (GSL), who will liaise with the waiting list manager and the Section Leaders concerned, to see if the request can be accommodated.

Similarly, requests to switch between Colonies / Packs must be referred to the GSL.

## **Reference**

1. Policy Organisation and Rules: The Scout Association, via <https://scouts.org.uk>

## **Version control:**

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b) Group Executive Committee

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